

# Wireless Request Form

## Travis County Wireless Communications Committee (WCC)

*Note: Email using submit button in Internet Explorer or by saving and opening in Adobe Reader*

Submit one electronic copy to the Planning and Budget Office along with your budget request and one electronic copy to the Wireless Communications Committee Chairperson, Information Technology Services: [Deanna.Knipfer@traviscountytexas.gov](mailto:Deanna.Knipfer@traviscountytexas.gov)

*Fill in ALL fields with the requested information. Use the TAB key to move from field to field.*

**Requesting Department and Requestor Information:**

Request Date:		Required Date:	
Department Name:		Department Number:	
Requestor's Name: ext.		Requestor's Phone:	
Supervisor's Name: ext.		Supervisor's Phone:	

**Indicate the type and quantity of equipment requested.**

Equipment Type	Make/Model/Service Provider	Qty
Two-way Radio		
Cell Phone		
Pager		
Wireless Data Service		
Wireless Data Device		
Wireless Access Point		
Other		

Provide any additional information to assist with this request:

**Type of Request:**

<input type="checkbox"/>	New-associated with Budget Request or Plan (attached)
<input type="checkbox"/>	New-associated with approved Budget Request
<input type="checkbox"/>	New-not associated with approved Budget Request
<input type="checkbox"/>	Replacement

**Justification:**

Include justification and attach a list of the equipment to be purchased and/or replaced. For replacements include the Make, Model, Serial Number, and Asset Tag Number for equipment that will be replaced. Include whom the equipment will be assigned to by name. If a name is not available use the position the equipment will be assigned to or the location where the equipment will be installed.

*"Ship to" address will be the Purchasing Warehouse (PW). Replaced units must be surrendered to the Warehouse Manager along with a Travis County Inventory form before the new units can be issued. Contact the Warehouse at 854-6459 for appointments.*

**WCC APPROVAL:**

Wireless Communications Committee Comments:			
Approved:	<input type="checkbox"/>	Not Approved:	<input type="checkbox"/>
WCC Chair Initials:		Date:	